

RESCUE TEAM MANAGER

August 29, 2003

a. Position Description

The Rescue Team Manager is responsible for managing the rescue function and supervising Rescue Squad Officers of the Task Force. The Rescue Team Manager reports directly to the TFL.

The Rescue Team Manager is responsible for:

- Developing and implementing of the rescue component of the Task Force Tactical Plan;
- Coordinating, managing, and supervising of all rescue activities;
- Adhering to all safety procedures;
- Determining rescue organizational and logistical needs;
- Receiving briefings and situation reports and ensuring that all rescue personnel are kept informed of mission objectives and status changes;
- Providing situation updates and maintaining records and reports;
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel;
- Performing additional tasks or duties as assigned during a mission; and
- Providing accountability, maintenance, and minor repairs for all issued equipment.

b. Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Rescue Team Managers in the DHS/FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the rescue component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

Knowledge:

The Rescue Team Manager:

- Should possess all the qualifications for the Rescue Specialist and Rescue Squad Officer positions;
- Must have knowledge of US&R operations, strategy, and tactics;

- Must possess knowledge of the practical application of available technology used to support US&R missions and objectives;
- Must have an awareness of the hazards associated with various disaster environments; and
- Must be able to recognize the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure.

Skills:

The Rescue Team Manager:

- Must be proficient in structural collapse and heavy rescue operations.

Abilities:

The Rescue Team Manager must be able to:

- Work well with technical experts, local officials, and other organizations;
- Improvise, share information, resolve conflicts, and solve problems;
- Effectively communicate orally and in writing;
- Manage assigned personnel and support resources; and
- Coordinate and direct multiple rescue squad operations.

c. Operational Checklist

The purpose of this checklist is to define the duties and responsibilities of the Rescue Team Manager during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

(1) Upon Activation/At Task Force Assembly Point:

- Establish contact with and brief assigned personnel;
- Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment;
- Identify and initiate any logistical requirements for assigned personnel and equipment;

- Coordinate activities of the Rescue Team during the mission; and
- Maintain the organizational structure and accountability of the Rescue Team throughout all phases of the mission.

(2) At Point of Departure:

- Ensure that assigned personnel are adequately briefed and understand:
 - ◊ Individual and team performance expectations;
 - ◊ Team problem-solving processes; and
 - ◊ Methods for establishing and changing Task Force priorities.

(3) In Transit:

- Attend Task Force management meetings and planning sessions as they are conducted.

(4) Arrival at Mobilization Center:

- Supervise assigned personnel.

(5) On-Site Operations:

- Assign Rescue Team personnel to assist in reconnaissance operations as required;
- Attend planning meetings to develop of the Task Force Tactical Plan;
- Ensure proper rescue work site control and safety;
- Evaluate ongoing team operations for effectiveness and modify as appropriate.
- Ensure the integration of medical personnel in rescue operations;
- Provide periodic progress reports to the TFL of accomplishments or conflicts; and
- Submit all daily records and reports to the Planning Team Manager.

(6) Reassignment/Demobilization:

- Review the status of the current team assignment and advise the TFL;
- Notify the Logistics Team Manager of any operational equipment losses and potential maintenance requirements; and
- Prepare Rescue Team input for a Task Force post-incident team meeting.